



**Department of Community Development
Sign Permit Application**

Today's Date: _____

Case No. (assigned by staff): _____

Items to submit with this application (*incomplete submittals will delay the issuance of a sign permit*):

- Fifteen (15) colored copies of the following materials shall be submitted with this application.
 1. Sketches of the proposed sign (including dimensions and copy).
 2. Scaled drawing/plot plan showing the location of the sign (on building or property).
 3. Pictures/Dimensions/Location of existing signage on property.
 4. Show how the sign will be attached to building, bolts, screws, etc.
- A sign permit is void if construction has not begun within six months from date of issuance.
- The Historic Landmarks Preservation and Architectural Review Board must approve all signage prior to the issuance of a sign permit. The Board meets on the third Monday of each month. Sign applications shall be submitted twelve (12) days prior to the meeting date (see meeting schedule for application deadline date).

PLEASE PRINT.

Sign Location:

Name of Business: _____

Address: _____

Applicant (receives meeting notifications and staff reports):

Name: _____

Address: _____

Day Phone : _____ Fax: _____

Email Address: _____

Sign Contractor (receives meeting notifications and staff reports):

Name: _____

Address: _____

Department of Community Development, 200 N. Second, St. Charles MO 63301

Phone: (636) 949-3227 Fax: (636) 949-3557

Day Phone : _____ Fax: _____

Email Address: _____

Property Owner (receives meeting notifications and staff reports):

Name: _____

Address: _____

Day Phone : _____ Fax: _____

Email Address: _____

Sign Information:

Lineal frontage of occupant's portion of building: _____

Sign dimensions: _____

Type of Sign: ☐ Banner ☐ Window ☐ Frame or Sandwich Board ☐ Wall
 ☐ Monument ☐ Awning ☐ Hanging

Lighting (will the site be wired for electricity?): ☐ Yes ☐ No

Name of licensed electrician: _____

I certify that I am the owner in fee or agent authorized to apply for this permit.

Signature of the Applicant: _____ Date: _____

Signature of Property Owner*: _____ Date: _____

**Required*